

# Cancer Institute NSW

## Guidelines for Translational Program Grant Scheme

Joint call by the Cancer Institute NSW and Cancer Council NSW

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Version history	Number	Date	Change description
	1.0	31 Jan 2019	First version that is not year dependent. Streamlined formatting, updated assessment criteria and clarified wording.

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# 1. Overview

## 1.1 Introduction

The Cancer Institute NSW is Australia's first state-wide, government supported cancer control agency. The Institute is driving innovation in cancer care by working in partnership with leaders in the field to deliver the best cancer results for the people of NSW.

Cancer Council NSW is Australia's leading cancer charity, uniting the community, providing support, investing in research and saving lives. Cancer Council is the only cancer charity that works across every area of every cancer:

- conducting and funding world-class research that underpins our work across the cancer journey
- preventing cancer
- supporting people as they navigate the cancer journey
- advocating to ensure that governments take action on cancer.

The Cancer Institute NSW and Cancer Council NSW (the Funder) have agreed to fund world-class translational research in NSW through a joint call for Translational Program Grant applications. The research will provide the evidence to drive rapid improvements in cancer prevention, treatment and subsequently survival and quality of life for cancer patients in NSW. The research supported by the Institute must be performance driven and deliver meaningful and significant outcomes.

## 1.2 The Cancer Institute NSW Research Programs

The Institute is committed to pursuing and supporting excellence and innovation in cancer research as a key method to improve outcomes in NSW. Applications are considered against specific criteria for each program as well as adherence to the following principles:

- Consistent with the priorities for action in the NSW [Cancer Plan](#).
- Commitment to excellence and innovation.
- Commitment to rapid translation of research findings to clinical practice and policy.
- A focus on the importance of the outcomes of research.
- Supporting recruitment and development of excellent cancer researchers in NSW.
- Promoting, enhancing or complementing areas with existing outstanding research strengths in NSW including molecular or cell biology, cancer genetics, clinical research, psycho-oncology, population health, and health systems research or addresses major cancer problems facing NSW.
- Promoting attainment of additional scientific depth by collaboration, co-location, amalgamation or research involving a number of research disciplines.
- Strengthening key research infrastructure, platforms, technologies and research expertise to increase the productivity of research.
- Supporting the development of links with key national or overseas research programs and industry.

- Developing the research culture within the NSW health system.
- Identify the relevance of the research to NSW.
- Responding to National and State priorities and community opinions about research.

### **1.3 The Cancer Council NSW Research Programs**

Cancer Council NSW is one of Australia's largest non-government supporters of cancer research. Cancer Council is committed to conducting and funding research that enhances outcomes across the entire cancer journey and is of value to the community. Each year Cancer Council awards grants to Australia's leading research teams. Applications for funding are reviewed by both scientific experts and members of the cancer community.

Cancer Council NSW's research funding comes from donations from the general public. Consequently, funding research that is both of significant scientific merit and of value to the community we serve and represent, helps to ensure that Cancer Council NSW responds to the genuine requirements of the community who support us.

## **2. Translational Program Grant**

### **2.1 Purpose**

The Translational Program Grants (TPG) are prestigious awards aimed at supporting multi-disciplinary approaches to cancer research that will rapidly translate research discoveries into clinical programs and policy. This may include programs which focus on the relevance of a biological discovery in human cancer risk, early detection, screening, prevention, diagnosis, prognosis and/or treatment or the translation of known effective treatments into clinical practice across the system by developing a program of practice based research and dissemination or implementation research.

The TPG scheme has been designed to attract applications across the cancer research sector in order to:

- Support high achieving research teams who have the ability and capacity to rapidly translate biological discovery, or known effective treatments, to clinical practice within five years.
- Invest in programs with a logical progression and pipeline of research that will produce significant outcomes, and which could not be achieved by pursuing the components as separate projects.
- Support programs that develop novel methods and create new knowledge and translation in important areas of cancer research and control at an internationally competitive level.
- Strengthen cancer research collaborations, networks and/or consortia to provide greater translational cancer research depth e.g. by attracting researchers from interstate and overseas to the program team.
- Foster collaborative use of specialised facilities or expertise that had not previously been harnessed.

- Encourage collaborations between Universities, Local Health Districts and Medical Research Institutes.
- Fund programs that span at least two phases of the [Model of Translational Research](#).

Expected outcomes from the TPGs include:

- The translation of a biological discovery to 'first in human' studies within the first half of the program leading to full roll out within the five years. Research on the biological discovery should be well advanced at the time of submission to ensure that clinical testing will be a major focus of the application.
- The translation of known effective treatments into clinical practice across the health system by developing a program of practice based research and dissemination research/implementation research e.g. the development of guidelines and systematic reviews.

A list of Translational Program Grants previously funded by the Cancer Institute NSW is available online under [previous grants funded](#).

This application is not open to current members of staff from the funding bodies.

## 2.2 Funding Available

One TPG each will be awarded by the Cancer Institute NSW and Cancer Council NSW. Funds of up to \$750,000 (ex-GST) per annum will be offered for a total funding period of five years, to the total of \$3,750,000 (ex-GST) per grant.

## 2.3 Conditions of Funding

### 2.3.1 Chief Investigator

Each TPG application will have one named Chief Investigator with a minimum 0.2 FTE towards the activities of the program. The Chief Investigator must be employed at an institution within NSW for the duration of the grant and an active member of a Cancer Institute NSW Translational Cancer Research Centre ([TCRC](#)). If the Chief Investigator is a member of more than one TCRC, it is at their discretion to determine which TCRC their application should be linked to, provided it receives endorsement by that TCRC Director.

An applicant can only be named as Chief Investigator on one TPG application for each annual grant round. Applicants are encouraged to have an Open Researcher and Contributor ID ([ORCID](#)) identifier, and to enter this onto their profile on the Grants Management System (GMS). The ORCID will allow the GMS to pre-populate key information from the applicant's profile such as name, position, institution, qualifications, employment history and publications.

### 2.3.2 Reporting Requirements

Chief Investigator(s) must provide an annual progress report and final report for the grant using the provided template. These reports must demonstrate the actualisation of the research translation plan and sustainability plan from the application, as well as

report on any new leveraged funding and/or partnership opportunities. The progress reports may be used by the Funder for grant scheme auditing or evaluation purposes.

## **2.4 Two-Stage Application process**

### **2.4.1 Stage 1: Expression of Interest (EOI)**

The purpose of the EOI is to provide high level details about the proposed program of translational research, the Chief Investigator, Co-Investigators and the budget summary. The successful EOIs will be notified and invited to submit a full application. Applicants who were not shortlisted will also be notified.

### **2.4.2 Stage 2: Full Application (by invitation only)**

The full application should build on the information provided in the EOI to provide a more detailed research plan and budget justification. Additionally, the applicants will have the opportunity to address any feedback from the reviewed EOI.

## **3. Eligibility Criteria**

### **3.1 Located in NSW**

The Chief Investigator and Administering Institution must be located in NSW.

### **3.2 Translational Cancer Research Centre Endorsement**

The application must be endorsed by a Cancer Institute NSW Translational Cancer Research Centre (TCRC). This can be in the form of a letter from the TCRC Director which must confirm that the Chief Investigator is a member of the TCRC and that the Investigators have the skills, knowledge and resources necessary to carry out the proposed grant. Further, this letter should highlight how the proposed research will benefit the goals, objectives and key performance indicators of the TCRC, as well as how the TCRC will support the proposed research should it be funded.

### **3.3 Administering Institution Endorsement**

Applications must nominate a single Administering Institution who will be responsible for the management of the grant and will enter into a funding agreement with the Funder. The Administering Institution must have in place policies and procedures for the administration of public funds; for the management of Intellectual Property; and for proper conduct of research in relation to ethics. Additionally, the Administering Institution must have good scientific practice, and will provide appropriate infrastructure to allow the research supported by the grant to be undertaken.

The Administering Institution and their nominated institutional contact must be registered with the Institute. Refer to the list of [Registered Administering Institutions](#) and the [Administering Institution Contact Registration Form](#).

At the time of grant application submission, an Endorsement Letter from the Administering Institution Contact on institutional letterhead must be included. This letter must confirm the following:

- The application is endorsed by the Administering Institution;
- All named Investigators who are not Australian citizens or permanent residents have the requisite work visa(s) in place at the time of accepting the successful grant;
- The Chief Investigator will remain employed in NSW for the duration of the funding period;
- The Chief Investigator has met all reporting requirements for current or previously funded grants funded by the Institute and Cancer Council NSW;
- The Chief Investigator has not submitted any other TPG applications this grant round; and
- Any other information relevant for the application (refer to section 2.3).

## **4. Assessment Criteria**

The assessment criteria for TPGs are identical for Stage 1 (EOI) and Stage 2 (Full application), however the level of detail expected to provide is expected to be a high level summary for Stage 1 and more detailed Research, Translation and Sustainability Plans in Stage 2.

### **4.1 Significance (25%)**

The excellence of the research proposal, based on the rationale, design, methodology, and the anticipated outcomes. The proposal should also provide a clear process for monitoring the progress of the research including key milestones and outcome indicators. The anticipated value-add and impact of the proposed research to increase research capacity and improve cancer outcomes and/or clinical practices in NSW. The potential for this proposed research to bring innovative approaches to cancer research.

### **4.2 Team Track Record (25%)**

Demonstration of relevant professional qualifications, skills, knowledge, experience and resources of the named Investigators as individuals and as a research team to deliver the research program. The strength of previous successes in the proposed area of research. Evidence of existing cash and in-kind leveraged support for this program to be provided and the ability to attract future leverage national or international funding, including industry support and how this will be utilised to enhance the program of research.

### **4.3 Translation (25%)**

The strength of the approach to research translation to improve clinical outcomes, including strategies to ensure the research findings crosses at least two phases of the translational research pipeline of the Model of Translational Research. Demonstrated establishment of strategic partnerships and stakeholder engagement strategies to ensure timely and effective research translation.

## 4.4 Sustainability (25%)

The strength of the approach to ensure research sustainability including developing pathways for scaling up research findings and increasing the State's capacity in translational research through workforce training, capacity building and recruitment opportunities. This plan should also include articulation of communication and dissemination strategies for key research findings.

## 5. Selection Process

### 5.1 Electronic submission

Applications must be submitted via the Institute's [Grants Management System](#) by **12 noon** of the [due date](#), unless otherwise stated. It is the responsibility of the Chief Investigator and the Administering Institution Contact to ensure that the application is complete and accurate prior to submission

### 5.2 Eligibility Assessment

Submitted EOI applications will be reviewed to ensure they adhere to all eligibility requirements including the provision of appropriate endorsement letters from the Administering Institution and TCRC Director.

### 5.3 Independent Review Process

The Institute utilises an independent Grants Review Committee composed of external members. The Grants Review Committee adheres to the Cancer Institute NSW policies to ensure for the privacy and confidentiality of applications. The Institute requires its Grants Review Committee members and any additional independent assessors to declare any conflicts of interest. The member(s) will withdraw from reviewing individual applications where such conflict exists.

The Grants Review Committee will score and rank applications based on an assessment of merit against the stated assessment criteria. Applications may be reviewed by additional independent assessors if required. The Grants Review Committee will put forward recommendations for awarding of the grant/s to the Cancer Institute NSW and Cancer Council NSW for consideration.

### 5.4 Approval and notification process

The Cancer Institute NSW's Board and Cancer Council NSW's Board will consider all recommendations for funding by the Grants Review Committee and approve funding for the grants to be awarded based on merit. Once the respective Boards have approved the awarding of the grant for each Funder, all applicants will be notified in writing of the outcome.

## 6. Post-Award Grants Administration

All post award administration is completed separately by the two funding bodies.

## 6.1 Funding Agreement

If the application is successful, the Administering Institution and the Funder will enter into a Funding Agreement. All parties must accept the terms of the Funding Agreement and the Administering Institution must sign the Agreement before payments are made. It is recommended that all parties familiarise themselves with the Institute's [Competitive Grants Agreement](#) and Cancer Council NSW's [Funding Agreement](#) prior to submission of an application.

## 6.2 Use of funds

Funds awarded must be used for the purposes as detailed in the Conditions of Funding (Section 2.3) and the application approved by the Funder. Funds awarded cannot be used for any purposes associated with basic (e.g. desk, stationery, phone etc.) or overhead infrastructure costs (i.e. institutional overheads of administrative levies). Funds should not be used to support research conducted outside of NSW.

## 6.3 Variations

Any requests for variation to a grant (such as time extensions, changes of scope, changes of investigators, etc) need to be submitted via the Administering Institution Contact to the Funder. A variation can only be processed within the funding period of the existing funding agreement. Approval of a variation request is at the Funder's discretion.

## 6.4 Acknowledgement and participation

Investigator(s) should acknowledge the Funder's funding, please refer to the Institute's [Funding Acknowledgment Guide](#) or the Cancer Council NSW's [Researcher Pack](#).

Investigator(s) may be required to be available for media interviews, briefings related to the grant, participate in and present at forum(s) at the request of the Funder.

## 6.5 Enquiries

Enquiries can be directed to the Grants Team at [CINSW-Grants@health.nsw.gov.au](mailto:CINSW-Grants@health.nsw.gov.au).